

# US - AP Accruals US Companies

## Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country\_accounting
  - Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk\_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south\_korea, thailand, singapore
  - Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
    - **E.g. 1:** WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
      - Labels to be used: *ww, financial\_accounting, central\_fin\_proc\_compliance*
    - **E.g. 2:** France Operation in Financial Accounting:
      - Labels to be used: *country\_accounting, france, financial\_accounting*
- (for country operations, the Domain is always country\_accounting)

3. Fill in all fields as described above

4. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

**Domain:** Country Accounting

**Responsibility area:** N/A

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## Scope

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 Unknown Attachment

## ERP

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 Unknown Attachment

## Frequency

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 Unknown Attachment

## References

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## Forms

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[AP Accruals US companies](#)

## Attachments

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[NAM Month End Accrual Report](#)

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# 1. Objective and Scope

## 1.1. Objective of this Operation

The objective of this procedure is to control and perform the reconciliation of the open amounts that are changed from one month to another on the Blanket PO's.

At month end, Purchasing Service Line will extract all the open items in their scope following [NAM Month End Accrual Report](#) and send to [CAM](#) for validation, noting in an Excel template which items to accrue.

For more in formations about the Purchasing Service Line part of the processes, please see the procedure mentioned before.

## 1.2. Scope

This procedure is applicable for the following companies:

- US
- Extendable to any company that use the blanket PO and have a need to accrue these items

## 2. Definitions

See Finance Glossary:

- [ERP](#)
- [PF1](#)
- [PO](#)
- [SBS](#)
- [CAM](#)

## 3. Tasks description

### 3.1. Responsibilities

#### **CAM Responsibilities:**

- To mark, in the file sent by Purchasing Service Line, the items to accrue and send to Finance Operations NAM;
- To inform Purchasing Service Line and Finance Operations NAM if any automatic rule to accrue, i.e. by amount, supplier or other condition.

#### **SBS Responsibilities:**

- Purchasing Service Line: to export the data and send the file [AP Accruals US companies](#) to [CAM](#) validation.
- Finance Operations NAM: to check and upload the data to [ERP PF1](#) based on [CAM](#) validation.

### 3.2. Periodicity

This procedure is done on D+1 after [CAM](#) validation.

### 3.3. I receive check and perform the post

#### 3.3.1. I retrieve the data

The [CAM](#) will send the request by a ticket in Freshdesk to Finance Operation NAM. The [CAM](#) will insert an "x" in column "A" for each item they wish to accrue. Finance Operation NAM need to check if the formula `=IF(C1="X";ROW();"`) is in column B is copy to all lines:

|    |   |        |                         |          |         |                |
|----|---|--------|-------------------------|----------|---------|----------------|
| B1 |   |        | fx =IF(C1="X";ROW();"") |          |         |                |
| A  | B | C      | D                       | E        | F       |                |
| 1  |   | Accrue | CoCd                    | Doc. no. | Vendor  | Vendor details |
| 2  |   |        | 5782                    | 7250578  | 2100960 | AIRGAS SOUT    |
| 3  |   |        | 5782                    | 7265572  | 2100960 | AIRGAS SOUT    |
| 4  |   |        | 5782                    | 7267351  | 2100960 | AIRGAS SOUT    |
| 5  |   |        | 5782                    | 7267337  | 2100960 | AIRGAS SOUT    |
| 6  |   |        | 5782                    | 7253608  | 2101762 | AMETEK BRO     |
| 7  |   |        | 5782                    | 7213471  | 2102474 | UNITED PARC    |
| 8  |   |        | 5782                    | 7268272  | 2103012 | OCCUPATION     |
| 9  | X |        | 5782                    | 7252252  | 2105525 | UNIVAR USA     |
| 10 | X |        | 5782                    | 7260004  | 2105525 | UNIVAR USA     |
| 11 | X |        | 5782                    | 7259982  | 2105525 | UNIVAR USA     |
| 12 | X |        | 5782                    | 7258476  | 2105525 | UNIVAR USA     |
| 13 | X |        | 5782                    | 7256470  | 2105525 | UNIVAR USA     |
| 14 | X |        | 5782                    | 7256474  | 2105525 | UNIVAR USA     |
| 15 |   |        | 5782                    | 7256506  | 2105525 | UNIVAR USA     |
| 16 | X |        | 5782                    | 7256489  | 2105525 | UNIVAR USA     |
| 17 | X |        | 5782                    | 7256491  | 2105525 | UNIVAR USA     |
| 18 | X |        | 5782                    | 7251460  | 2105525 | UNIVAR USA     |

The account assignment will already be pre-populated, based on the PO information, the template will be automatically updated with the line marked with the "X", generating the posting file:

| M         | N       | O          | P           | Q              | R         | S        | T       | U          | V          | W           | X        |
|-----------|---------|------------|-------------|----------------|-----------|----------|---------|------------|------------|-------------|----------|
| Header Te | Co Code | Posting Ke | G/L account | Amount Doc cur | Amount Cr | Tax code | B.A.    | Value date | CO Order   | Cost center | WBS elem |
| BKPF-BK   | BSEG-BU | BSEG-BS    | BSEG-SAKNR  | BSEG-WRBTR     |           | BSEG-MW  | BSEG-GS | BSEG-VA    | BSEG-AUFNR | BSEG-KOSTL  | BSEG-PR  |
| Accrual   |         | 50         | 2729000000  | 29104,43       |           |          |         |            |            |             |          |
|           |         | 40         | 6470003710  | 27750,82       |           |          |         |            |            | U516300201  |          |
|           |         | 40         | 6122040000  | 325,98         |           |          |         |            |            | U517400209  |          |
|           |         | 40         | 6120005501  | 615,17         |           |          |         |            |            | U516400301  |          |
|           |         | 40         | 6120005501  | 412,46         |           |          |         |            |            | U516400301  |          |
|           |         | 40         |             |                |           |          |         |            | FALSE      | FALSE       | FALSE    |
|           |         | 40         |             |                |           |          |         |            | FALSE      | FALSE       | FALSE    |

### 3.3.2. I check the information

Finance Operation NAM will check the posting file information:

1. Open the attached file and in the sheet "Posting File" and fill the field "Reference" with the case number:

| Reference  |
|------------|
| BKPF-XBLNR |
| BO-        |

2. Change the date in "Doc Date", the cells in the right should be automatically changed:

| Doc Date   | Posting Date | Posting period |
|------------|--------------|----------------|
| BKPF-BLDAT | BKPF-BUDAT   | BKPF-MONAT     |
| 30062019   | 30062019     | 06             |

3. Check the field "Reversal reason", must be "5" and "reversal date" that must be the first day of the following month. Also the "Transaction code" and "Doc Type" must be "FBS1" and "S8" respectively:

| Reversal reason | reversal date | Transaction code | Doc Type   |
|-----------------|---------------|------------------|------------|
| BKPF-STGRD      | BKPF-STODT    | BKPF-TCODE       | BKPF-BLART |
| 05              | 01072019      | FBS1             | S8         |

In case of doubt, read the sheet "Instructions".

### 3.3.3. I post the file

After all the information were checked, this entry must be uploaded on [ERP PF1](#) through transaction "ZZF\_POSTING\_FILE", and the document number informed to the [CAM](#) accountant:

| Company code | Contact Person                         |
|--------------|----------------------------------------|
| 5782         | <a href="#">CAM</a> - Patrick McNulty  |
| 4290/3384    | <a href="#">CAM</a> - Betty Skweres    |
| 4045         | <a href="#">CAM</a> - Stephania Pierce |

**End of document.**